



DRS-PRODUCTION MANAGER III

Characteristics of Work

This is paraprofessional work in coordinating and directing the activities of a client population within an Allied Enterprises Community Rehabilitation Program. Duties include determining production schedules; ensuring quality control within the facility; maintaining inventory control; and coordinating the shipping of goods. Supervision of subordinate employees is exercised through the assignment and review of work. Direct supervision is received from a DRS-Facility Manager.

Examples of Work

Examples of work performed in this classification include, but are not limited to, the following:

Ensures adherence to production schedules to guarantee that products are completed in accordance with time frames outlined in contracts.

Monitors quality control of goods produced in workshop to ensure that product specifications prescribed in contracts are met and to maintain the integrity of workshop operations.

Examines equipment to ensure proper functioning and operation in accordance with prescribed safety standards.

Inventories supplies, equipment, and goods produced to ensure proper accounting and handling of same.

Supervises the work of subordinate personnel through the assignment and review of work, the training of new and current employees, the coordination of leave schedules, and the administration of the Performance Appraisal Review.

Performs related or similar duties as required or assigned.

Essential Functions

The essential functions include, but are not limited to, the following. Additional essential functions may be identified and included by the hiring agency.

1. Supervises facility production, production schedules, and production costs to ensure safety the of staff and clients and the production of goods according to specification.
2. Ensures adequate supply of raw materials to meet contract obligations.
3. Supervises instructors and non-clients by giving job assignments, evaluating job performance, scheduling leave, and organizing facility production.

Minimum Qualifications

These minimum qualifications have been agreed upon by Subject Matter Experts (SMEs) in this job class and are based upon a job analysis and the essential functions. However, if a candidate believes he/she is qualified for the job although he/she does not have the minimum qualifications set forth below, he/she may request special consideration through substitution of related education and experience, demonstrating the ability to

perform the essential functions of the position. Any request to substitute related education or experience for minimum qualifications must be addressed to the State Personnel Board in writing, identifying the related education and experience which demonstrates the candidate's ability to perform all essential functions of the position.

Physical Requirements: These physical requirements are not exhaustive, and additional job related physical requirements may be added to these by individual agencies on an as needed basis. Corrective devices may be used to meet physical requirements.

Light Work: May frequently exert force equivalent to lifting up to approximately 10 pounds and/or occasionally exert force equivalent to lifting up to approximately 25 pounds.

Vision: Requires the ability to perceive the nature of objects by the eye.

Near Acuity: Clarity of vision at 20 inches or less.

Midrange: Clarity of vision at distances of more than 20 inches and less than 20 feet.

Far Acuity: Clarity of vision at 20 feet or more.

Accommodation: Ability to adjust focus.

Speaking/Hearing: Ability to give and receive information through speaking and listening skills.

Motor Coordination:

While performing the duties of this job, the incumbent is regularly required to stand; walk; and use hands to finger, handle or feel objects, tools or controls. The incumbent is frequently required to sit; and reach with hands and arms. The incumbent is occasionally required to climb or balance; and stoop, kneel, crouch, or bend.

Experience/Educational Requirements:

Education:

Graduation from a standard four-year high school or equivalent (GED);

AND

Experience:

Four (4) years of experience directly related to the above-described duties.

Interview Requirements

Any candidate who is called to an agency for an interview must notify the interviewing agency in writing of any reasonable accommodation needed prior to the date of the interview.